



**Minutes of Sapcote Parish Council meeting held at Sapcote Pavilion at 7.30pm,  
on Thursday 5th December 2024.**

**Present:** Mr L Requena (Chair), Mr P Atkinson, Mr N Jellis, Mr P Taylor, Mrs J Keeber, Mrs L Badland, Mr V Howell

**County/District Councillors:** None Present

**Acting Clerk to the Parish Council:** Mrs E Grimsley

**Members of the Public:** 3

- 297/24 To receive and accept apologies for absence.**  
Apologies were received and accepted from Mr N Sahota, Mr D Wassell, Mr N Tyack, Cllr B Taylor, Cllr M Shirley and Cllr M Wright.
- 297/24 To receive any declarations of interest and requests for dispensation.**  
Mrs J Keeber as a member of the Sapcote Bloom Group and Mr V Howell as a member of the Alms Houses committee.
- 298/24 To approve, as a correct record, the minutes of the Meeting held on Thursday 7<sup>th</sup> November 2024**  
  
***RESOLVED that the minutes of the Parish Council Meeting held on the 7<sup>th</sup> of November 2024, a copy of which was circulated to each member, was accepted as a true record of the meeting.***
- 299/24 Public Participation**  
Despite three members of the public being present, none wished to speak or contribute during the Public Participation section of the agenda.
- 300/24 Reports from County and District Councillors**  
Reports were circulated prior to the meeting but were not discussed further due to no District or County Councillors being present. The Chair made a point of noting that the collection schedule for the garden waste bins had been met with mixed opinions by residents.
- 301/24 PCSO Ryan Keane report and questions**  
The PCSO noted the statistics of crime in the immediate and wider area, but that generally reports of anti-social behaviour were down. The PCSO encouraged residents to be extra vigilant during the holiday season. Mrs L Badland enquired if the police actively checked social media for reports or information, the PCSO confirmed everything should be reported directly to the Police.

Two further members of the public arrived at 19:34. The Chair offered to return to the Public Participation section of the meeting, but neither wished to make comment.

## Planning

**302/24** To consider planning applications received before publication of the agenda and any that are received before the meeting.

- **24/0942/HH** – Single storey extensions to the front and rear – 15 Dovecote Close – **No objections raised.**
- **24/0976/OUT** – Outline application for 9 new dwellings (access and layout only, all matters reserved) – 2 Spring Gardens, Sapcote – **Objections raised based around the proposed development falling outside of the neighbourhood plan and that it is a designated green space for leisure.**
- **24/0539/HH** - Erection of wooden trellis and picket fence to form means of enclosure within the curtilage of a listed building - 1 New Walk, Sapcote – **No objections raised.**

**303/24** To note any planning decisions received.

- **24/0721/HH** – Proposed two storey side extension and single storey rear extension – 14 Penfold Close, Sapcote – **APPROVED**
- **24/0546/FUL** – New tool shed – Granitethorpe Quarry, Sapcote – **APPROVED**
- **24/0921/DOC** – Discharge of condition 7 – Mill Bank House, Sapcote – **DECLINED**
- **24/0804/HH** – First floor extension – 12 Rye Hill Drive, Sapcote – **APPROVED**
- **24/0788/HH** – Single storey front extension – 8 Frewen Drive, Sapcote – **APPROVED**
- **24/0708/CLP** – Hip to gable conversion with a dormer roof for a loft conversion on the rear elevation and single storey rear extension – 45 Sharnford Road, Sapcote – **APPROVED AND FOUND LAWFUL.**
- **24/0672/DOC** – Discharge of conditions 3,4,6 & 7 – The Bungalow, Bassett Lane, Sapcote – **APPROVED.**

**304/24** To note any updates on national and local proposed developments and receive feedback from relevant meetings.

**a. Rosconn Development - Land off Leicester Road**

The Chair confirmed that this planning application was recently discussed at the Planning meeting held in Blaby on the 28<sup>th</sup> of November and had been approved for development. The developers had advised us that the section 106 funding had allocated to support certain funds in the area.

**b. HNRFI**

The Acting Clerk reconfirmed that we had been working again with Gerald Kells and we had received through some notes around the Interim Comments of the Examining Authority, however we were waiting on the further information submission from Tritax. Then further responses would be submitted to the Secretary of State on behalf of CPRE Leicestershire and Sapcote Parish Council.

c. **Strategic Development Area/M69 proposals**

Mr V Howell advised that he attended the last meeting held in October and that the developers were still negotiating the infrastructure and that decisions were dependant on the outcome of the HNRFI.

d. **Fosse Villages – Shaping the Future**

The Acting Clerk confirmed that she had not received any further information or updates.

e. **Land off West Field Road**

The Chair confirmed that a meeting was held between members of the Parish Council and Miller Homes who were looking to proceed with 'Sapcote Phase 2'. Information via a leaflet would be sent out to residents with the ability to provide feedback. The Chair stressed the importance of residents voicing their opinions to the developers and we would expect a further meeting with them to be arranged mid January following the public consultation.

**Finance and HR**

**305/24 To approve the accounts for payment and note income.**

A summary of the accounts were circulated to all Councillors present and all payments were approved.

**306/24 To note the Cashbook and Bank reconciliation for November 2024.**

All paperwork had been provided prior to the meeting and Mr P Atkinson confirmed that the Cashbook was in order and the bank accounts reconciled.

**307/24 To approve any grant applications and payments.**

A grant application was received from The Old School Surgery Public Participation Group requesting £250 to be used towards expanding their communication reach. It was noted that an application had also been made to Stoney Stanton Parish Council.

***APPROVED – The Parish Council approved the grant application, but voted to match the amount given by Stoney Stanton Parish Council up to the value of £500.00. The Acting Clerk noted she'd liaise with the Clerk of Stoney Stanton in order to action this.***

**308/24 To receive and discuss suggestions for Parish Council projects as part of the budget 2025/2026.**

The Chair noted that no suggestions had yet been made by the Parish Council and it was imperative that plans be budgeted and planned for throughout the coming year accordingly. The Chair reminded the Councillors that suggestions should have some accompanying research to ensure that they are viable. It was also noted that suggestions should be for the Parish Council and not the Recreation Ground Trust. A brief discussion was held regarding the fencing at the Grace Road open space as it was damaged.

The Acting Clerk advised that a Finance and HR committee meeting was needed prior to the next Parish Council meeting to discuss the budget.

***RESOLVED – It was agreed that the Finance and HR committee meeting would be held on January 7<sup>th</sup> 2025.***

The Chair also reminded the Council that the impact of the recent Government Autumn budget especially employment contributions would impact on the 'staff pot' as part of our budget.

**309/24**

**To receive an HR update.**

The Acting Clerk confirmed that the new General Maintenance Operative had started work on the 2<sup>nd</sup> of December. He was currently working alongside our other GMO for initial training and to get some larger 'two-person' jobs completed.

#### **Estates**

#### **Cemetery**

**310/24**

**To receive an update regarding the cemetery extension.**

The Chair advised that an agreement had been reached to supply Sapcote Parish Council with 'heras' fencing free of charge in order to secure the cemetery extension field. The Chair and Acting Clerk would liaise with the previously appointed contractors to arrange the removal of their fencing.

#### **Grace Road Open Space and balancing pool**

**311/24**

**To receive an update on the quotes for the balancing pool.**

The Assistant Clerk advised that definitive clarification was required in order to determine how the Parish Council wished to proceed with the required work to the willows situated in the balancing pond. After a discussion it was agreed that it would be best to cut back the willows to ground level and treat them. The Acting Clerk advised she would proceed with that information.

The Acting Clerk advised that the fencing surrounding the balancing pool was broken in places, our General Maintenance Operatives would repair it as a short term solution, however a longer term option would need to be considered in the future.

#### **Sapcote Recreation Ground Trust**

**312/24**

**To agree that all meetings of the Sapcote Recreation Ground Trust Committee will be held separately in future and to confirm Committee Representatives.**

The Chair noted that it had now been 12 months since items regarding the Sapcote Recreation Ground Trust had been communicated under the Sapcote Parish Council meetings.

The Chair was concerned that due to this it was still unclear to Parish Councillors when they were acting as Councillors or Trustees for the SRGT. The Chair felt that a Committee for the SRGT would streamline the process and enable decisions to be made more quickly if needed.

SRGT meetings did not need to be held in a public forum, so the Chair proposed that the meetings be held separately going forward via the Committee.

***RESOLVED – It was agreed that the SRGB meetings would be held separately going forward and a Committee from the Trustees formed. The Trustees that agreed to be part of the Committee were – Mr Requena as Chair, Mrs Badland, Mr V Howell, Mr Tyack and Mr Atkinson.***

**313/24**

**Update on Lloyds bank account.**

The Acting Clerk advised that unfortunately for reasons unknown our application for a Treasurers account had been declined. She advised that we were now looking at other options and were still working towards having everything clearly separated by the end of the financial year.

**314/24**

**To receive an update on the Accounts Annual Return to the Charity Commission.**

The Acting Clerk confirmed that the Accounts Annual Return to the Charity Commission had been filed. This was for the end of the year to March 2024 and accounts had been shared at that time.

**Events**

**315/24**

**To discuss feedback from the Christmas Light switch on and plans for Christmas 2025.**

The Chair advised the Councillors that there had been a problem with the installation of the lights, Mrs Keeber had liaised with the Engineers from Leicestershire County Council, who had advised that all the old lights were brittle and too weathered to continue to be used. Therefore nearly all of the new sets that had previously been ordered as back-up had been used. The Chair suggested that more lights be ordered ASAP. The Acting Clerk also advised that the timers situated in the lampposts on the corner of Park road and on Church Street were broken meaning the lights at those locations were on 24 hours a day. It was noted that the cost to replace the timers would be approximately £40 each.

***RESOLVED – It was agreed that more lights would be ordered in January and further enquiries made into replacing the lamppost timers, the Acting Clerk advised she would action this.***

The Chair noted that if the Parish Council wished to make the 'Christmas Light switch on' event bigger in years to come that much more planning and extra Parish Councillor support would be required. Some ideas to note could be permanent banners to disguise the tree barriers and event sponsorship.

Finally the Chair wished to thank Mr Sahota, Mrs Keeber, members of Sapcote Bloom Group for their support and efforts.

**316/24**

**Chair's Report.**

The Chair advised that he had nothing further to report.

**317/24**

**Clerk's Report.**

The Acting Clerk wished to confirm that dates for the Parish Council meetings for 2025 would follow a similar pattern of the first Thursday each month with a few exceptions. The meeting dates would be as follows – 9<sup>th</sup> Jan, 6<sup>th</sup> Feb, 6<sup>th</sup> March, 3<sup>rd</sup> April, 15<sup>th</sup> May, 12<sup>th</sup> June, 3<sup>rd</sup> July, 4<sup>th</sup> Sept, 2<sup>nd</sup> Oct, 6<sup>th</sup> Nov, 4<sup>th</sup> Dec.

The Acting Clerk also enquired about the future of the Sapcote Star newsletter and if this was something that the Council would like to see continue. It was noted that it was a valued method of communication but should be suspended for the short term.

It was also noted that Sapcote Parish Council's website and email addresses had changed to fall in line with recent recommendations and had now changed to .gov.uk. The Acting Clerk advised that our website and Facebook page had all been updated to reflect these changes.

The registered address for Sapcote Parish Council had been updated to -

Sapcote Parish Council  
C/O Sapcote Pavilion  
Hinckley Road  
Sapcote  
Leicestershire  
LE9 4FS

The Acting Clerk advised that all the paper archives had been relocated from the Scout Centre to the Pavilion, which would now be the central hub for the Parish Council going forward.

**318/24**

**Items for the Next Agenda.**

The Chair noted that the Christmas Light switch and Carnival for 2025 would be discussed.

**319/24**

**Date of next meeting: Thursday 9<sup>th</sup> January 2025, Sapcote Pavilion 7:30PM.**

**Meeting closed at 21:06.**

**Sapcote Parish Council**  
**Transactions October/November 2024**

Code	Date	Bank	Description	Supplier	VAT Type	Income	Net	VAT	Total
39	30/09/2024	Unity Trust Savings Account	Interest	Unity Trust	E	359.97			
40	12/11/2024	Unity Trust Current Account	Memorial fee	K. Russell Memorials LTD	E	60.00			
41	01/11/2024	Unity Trust Current Account	Pavilion hire	Resident	X	60.00			
<b>Total</b>						<b>479.97</b>			
196	01/11/2024	Unity Trust Current Account	Payroll Service (monthly)	Exec Practice	X		45.00	0.00	45.00
197	11/11/2024	Unity Trust Current Account	Expenses	Staff	X		239.46	0.00	239.46
198	13/11/2024	Unity Trust Current Account	Grant	Sapcote Bloom Group	X		150.00	0.00	150.00
199	13/11/2024	Unity Trust Current Account	Grant	All Saints School PTFA	X		350.00	0.00	350.00
200	13/11/2024	Unity Trust Current Account	Pavilion Air Con	Hinckley Air Conditioning	S		426.00	85.20	511.20
200	13/11/2024	Unity Trust Current Account	Pavilion Air Con	Hinckley Air Conditioning	S		94.00	18.80	112.80
200	13/11/2024	Unity Trust Current Account	Pavilion Air Con	Hinckley Air Conditioning	S		94.00	18.80	112.80
201	15/11/2024	Unity Trust Current Account	Cemetery Extension	Glympton Construction Ltd	S		3,250.00	650.00	3,900.00
203	15/11/2024	Unity Trust Current Account	Pavilion hire	Sapcote Recreation Ground Trust	X		60.00	0.00	60.00
204	15/11/2024	Unity Trust Current Account	Post box	Mike BS Security	S		35.42	7.08	42.50
205	15/11/2024	Unity Trust Current Account	Maintenance equipment	Bibbs Hardware	S		5.42	1.08	6.50
206	15/11/2024	Unity Trust Current Account	Stationery	Sapcote Newspost	S		2.07	0.42	2.49
207	15/11/2024	Unity Trust Current Account	Expenses	Staff	X		146.31	0.00	146.31
208	22/11/2024	Unity Trust Current Account	Christmas Lighting	Sapcote Garden Centre	S		360.00	72.00	432.00
209	22/11/2024	Unity Trust Current Account	War Memorial cleaning	Sapcote Window Cleaning	S		600.00	120.00	720.00
210	15/11/2024	Unity Trust Current Account	Trade waste collection	Blaby District Council	X		405.41	0.00	405.41
211	26/11/2024	Unity Trust Current Account	Pension	NEST	X		194.73	0.00	194.73
212	29/11/2024	Unity Trust Current Account	Wages	Staff	X		4,973.58	0.00	4,973.58
216	29/11/2024	Unity Trust Current Account	Email Subscription	Cuttlefish	S		150.00	30.00	180.00
217	29/11/2024	Unity Trust Current Account	Expenses	Staff	X		21.56	0.00	21.56
218	30/11/2024	Unity Trust Current Account	Bank Service Charge	Unity Trust	X		10.65	0.00	10.65
<b>Total</b>							<b>11,613.61</b>	<b>1,003.38</b>	<b>12,616.99</b>